TELANGANA PUBLIC SERVICE COMMISSION

TGPSC Edit (OTR) User Manual

Telangana Public Service Commission, Prathibha Bhavan, M.J.Road, Nampally, Hyderabad 500001, Telangana.

Website: https://www.tgpsc.gov.in/

> After login into the website user must click on "**EDIT OTR**" as shown in the above screen.

> User must enter their **TGPSC ID**, **Date of Birth** and the captcha provided.
> Then click on **Get OTP** button.

TGPSC OTR

→) OTP Authentication

OTP Sent to Registered Mobile Number

Please wait for few seconds to receive the OTP

OTP

[OTP]

547261 ↻

CAPTCHA

[Captcha]

Resend OTP will be enabled in **58**

LOGIN

⌂ Back to home Designed & Developed By CGG

> User must enter the OTP which has sent to their registered mobile number and enter the captcha provided. Then click on "**Login**" Button.

Aadhaar Details

Instructions for editable and non-editable fields after OTR submission and for later updates

Note:
1. Candidates are advised to carefully read and note the editable and non-editable field details displayed on each webpage/tab.
2. Ensure that all details entered are correct and complete. Once the One Time Registration (OTR) is submitted first time, corrections to OTR details shall be permitted only within 24 hours from the date and time of submission.
3. If no correction or edit is made within the stipulated period, the details submitted shall be treated as final.
4. The Unique Identification (UID)/Aadhaar Number and the Name as per the UID/Aadhaar Card are non-editable once they are updated in the One Time Registration (OTR).
5. Modification of non-editable fields is not permitted after stipulated time.

Unique Identification Number   Name as in
(UID)/Aadhaar Number   (UID)/Aadhaar Card

[   ]   .   [   ]

> After successful login, user can view the **Edit OTR application form**.
> User can view the **Aadhar tab** as shown in the above screen. If user wants to edit their name, they can enter under **Name as in(UID)/ Aadhar card** field and then click on "**Next**" button.

Candidate Name (As in SSC or Equivalent Certificate):

Gender:
○ Male ● Female ○ Transgender

Date of Birth :

Place of Birth District:

Mandal:

Town / City / Village:

Father's Name:

Mother's Name:

Mother Tongue:

Do You Belong to Telangana
●Yes ○No

Religion:

Identification Marks 1:
Enter IdentificationMark

Identification Marks 2:
Enter IdentificationMark

Community:

Do you have Community Certificate issued by competent authority(Tahsildar/RDO) of Telangana State
● Yes ○ No

Community Certificate Number:

➢ On clicking next, user can view the **basic details** tab.

➢ User can edit personal details like Candidate Name (As in SSC or equivalent certificate), Gender, Date of Birth, Place of birth district, Mandal, Village, Father name, Mother name, Mother tongue, Religion and Identification marks and community.

Differently Abled Details

SADAREM(PH) certificate number.

a)Visually impaired ☑   Percentage of Disability

b) Hearing impaired ☐   Percentage of Disability
--SELECT--

c) Orthopedically challenged ☐   Percentage of Disability
--SELECT--

d) Autism, Mental illness & Intellectual disability ☐   Percentage of Disability
--SELECT--

(Candidates who selected Multiple Disabilities (I.e. 'e') are instructed that they must select the above disabilities (I.e., 'a' to 'c') also, if having 40% or above disability in any of that category.)

e) Multiple Disability ☐
(Multiple disabilities from amongst persons under clauses (a) to (d) including deaf-blindness.)

Percentage of Disability
--SELECT--

Have you studied any class between 1 to 7 in the Special Schools meant for VH/HH?
Yes

VH/HH Special School Name

Note: Mention the Native Place (District) of your parents in educational qualification tab against classes mentioned.

➢ If the user is a differently abled person, then they can edit the following details like **SADAREM NUMBER**, type of disability by clicking on the checkbox and the percentage of disability.

➢ If user opted for VH/HH and studied at special school, they can edit the special school name.

Are you an Ex-Service Person?	⦿ Yes ○ No		
Ex-service Person Details			
Length of Service : [_____] ⌄	PPO No. [_____]	Service No. [_____]	Date of Discharge / Probable Discharge [_____]
Have you availed Ex-Service Man reservation for any Government job earlier ? ⦿ Yes ○ No		Department [_____]	Post [_____]

➢ If the user is an Ex-service person, then can edit the following details like length of service, PPO No, Service No, Date of discharge as mentioned in the above screen.

Have you worked as Instructor in NCC ?	⦿ Yes ○ No	Length of service as an instructor in NCC(Years) : [_____] ⌄	Length of service as an instructor in NCC(Months): [_____] ⌄
		Period of Service From Date: [_____]	Period of Service To Date: [_____]
		NCC Certificate Category: [_____] ⌄	
Are you an Employee?	⦿ Yes ○ No		
Employement Details			
Type : [_____] ⌄	Department Name : [_____]	Date of Joining: [_____]	Joined As (Post Name) [_____]
Length of Service Years [_____-__] ⌄	Length of Service Months [_____] ⌄		

➢ If the user is an NCC instructor, they can edit the following details as shown in the above screen.

➤ If the user is an Employee, they can edit the following details as shown in the above screen.

Are you claiming Sports reservation?	● Yes ○ No	Sport	Sports Category

Note:If you have multiple certificates, please scan and merge them into a single PDF file and upload it.The file size must not exceed 2 MB.

➤ If the user is claiming sports reservation, then they can edit the name of the sport and sports category.

Address Details

Instructions for editable and non-editable fields after OTR submission and for later updates

Note : Permanent address details are non-editable once submitted. However, the Email ID, Mobile Number, and Correspondence Address can be edited. Any change to the Mobile Number shall be allowed only through OTP verification.

Address for Correspondence

Flat/House No, Floor, Building:	Colony/Society, Street, Locality/Area,Village	Town/Mandal/City/District

State	Pincode

Permanent Address if different from above

☑ Same as Address for Correspondence(Tick if applicable)

Flat/House No, Floor, Building	Colony/Society, Street, Locality/Area,Village	Town/Mandal/City/District

State	Pincode

e-Mail ID

Mobile No: ✔

Change Mobile No

(Please maintain the same mobile number for further communication. However, there is a provision to change or update the mobile number in OTR,

➤ On clicking next user can edit **Address Details** as shown in the above screen.

➤ If permanent address is same as address for correspondence user can tick the checkbox.

➤ If permanent address is different from address for correspondence, then they must enter the details as shown in the above screen.

➤ User can edit their email address and change their mobile number by clicking on **Change mobile number** if required.

➢ On clicking next user can view the study details tab. User can edit their **school study details** like Academic/Resided year, Type of study, District, Mandal, Village/ward number/town, School name as shown in the above screen.

🎓 Polytechnic Details

Hall Ticket/Roll Number	District	Board	Branch	Month of Passing
[____]	[____] ▾	[____]	[____] ▾	[____] ▾

Year of Passing	College Name	Place of Study	Percentage of Marks/Grade (in all subjects including Optional subjects and languages)
[____] ▾	[____]	[____]	[____]

🎓 Graduation Details

Hall Ticket/Roll Number	District	Name of the Educational Institute /University	Group/Branch	Month of Passing
[____]	[____] ▾	[____] ▾	[____] ▾	[____] ▾

Year of Passing	College Name	Place of Study	Percentage of Marks/Grade (in all subjects including Optional subjects and languages)
[____] ▾	[____]	[____]	[____]

🎓 Integrated Program/Course Details

Hall Ticket/Roll Number	District	Name of the Educational Institute /University	Degree Group/Branch
[____]	[____] ▾	[____] ▾	[____] ▾

PG Subject	Specialisation	Month of Passing	Year of Passing
[____] ▾	[____]	[____] ▾	[____] ▾

College Name	Place of Study	Percentage of Marks/Grade in Degree (in all subjects including Optional subjects and languages)	Percentage of Marks/Grade in PG (in all subjects including Optional subjects and languages)
[____]	[____]	[____]	[____]

🎓 Post Graduation Details

Hall Ticket/Roll Number	District	Name of the Educational Institute /University	Subject	Month of Passing
[____]	[____] ▾	[____] ▾	[____] ▾	[____] ▾

Year of Passing	College Name	Specialisation	Place of Study	Percentage of Marks/Grade (in all subjects including Optional subjects and languages)
[____] ▾	[____]	[____]	[____]	[____]

M.PHIL Details

Hall Ticket/Roll Number

District

College Name

Place of Study

Name of the Educational Institute /University

Month of Passing

Year of Passing

Specialisation

PH.D Details

Registration Number/Hall ticket/Roll Number

Name of the Educational Institute /University

Subject/Department

Place of Study

Major Topic / Specialization

Month of Acquiring PhD

Year of Acquiring PhD

Title of Thesis

> User can edit their educational details like SSC/10th details, 10+2/Intermediate details, Polytechnic details, Graduation details, Integrated details, Post graduation details, M. PHIL details, PH. D details, additional qualifications if any and then click on **Next** button as shown in the above screen.

Certificate Uploads

Instructions for editable and non-editable fields after OTR submission and for later updates

Note:
1. This tab details will not be auto saved until you submit the form.
2. Uploading of Certificates is Mandatory. However, Original Certificates shall have to be produced at the time of certificate verification.
3. Upload files in JPG or JPEG or PNG format with size between 40KB to 500KB.
4. Once a certificate is uploaded, it is non-editable. Only the EWS Certificate and Non-Creamy Layer (NCL) Certificate can be re-uploaded by candidates belonging to the EWS or NCL categories. Candidates are permitted to re-upload their latest colour passport photograph and signature anytime.

Upload of Basic Certificates

Community Certificate

Differently Abled Person Certificate

Change

Change

⬆ Upload of Bonafide/Residence Certificates

Note:
   1. Please upload the Bonafied Certificate if the study type is Regular.
   2. Please upload the Residential Certificate if Not Studied in any Educational Institute.

1st Class Bonafide Certificate/Residence Certificate	2nd Class Bonafide Certificate/Residence Certificate	3rd Class Bonafide Certificate/Residence Certificate	4th Class Bonafide Certificate/Residence Certificate
Change	Change	Change	Change

5th Class Bonafide Certificate/Residence Certificate	6th Class Bonafide Certificate/Residence Certificate	7th Class Bonafide Certificate/Residence Certificate
Change	Change	Change

⬆ Upload of Educational Qualification Certificates

SSC/10th Certificate	10+2/Intermediate Certificate
Change	Change

➤ On clicking Next, user will be redirected to the certificates upload tab. Here, user can edit the required certificates by clicking on **Change** button as shown in the above screens.

Photograph and Signature

Instructions for Photograph:

   1. Before filling up the application form the candidate should have a Digital image of his/her photograph and signature. The latest colour photograph should be uploaded. It should be without cap or goggles. Spectacles are allowed. Polaroid photos are not acceptable.

   2. To be uploaded during the submission of online application form.

   3. Signature of the candidate shall be a digital Image [3.5cmx1.5cm] separately and uploaded here.

File Format	File Size	Dimension	Sample
Photograph of Candidate in JPG or JPEG or PNG format	4KB - 50 KB	3.5cm x 4.5cm	
Signature of Candidate in JPG or JPEG or PNG format	1KB - 30 KB	3.5cm x 1.5cm	

Photograph of the Candidate   Signature of the Candidate

Change   Change

> User can edit their photograph and signature as shown in the above screen and click on next button.

Declaration

Instructions for editable and non-editable fields after OTR submission and for later updates

1. I hereby declare that all the particulars furnished in this application are true, correct and complete to the best of my knowledge and belief. In the event of any information being found false or incorrect or ineligibility being detected before or after the examination, action shall be initiated against me by the Telangana Public Service Commission as per the Rule 3-xii (iv & v) of TGPSC Rules of Procedure, or Government of Telangana.
2. I am aware that the One Time Registration is not an application to any examination or recruitment and it is just collection and registration of information in advance.
3. I am also aware that even though I have registered in One time Registration, I have to apply separate application for each recruitment / examination.
4. I certify that I do not have more than one registration in One Time Registration.
5. I declare that I will abide by the Commission's decision in this regard.

☑ I accept the above declaration

> The user will be redirected to the **Declaration** tab, where they must select the checkbox to confirm the declaration and then click the **Preview** button.

- User can view the preview of their OTR details.
- After all the details are verified, user must enter the verification code as displayed in the above screen. If the user wants to edit, then click on edit application or if the user wants to submit then click on submit button.

- After clicking the Submit button, edit one time registration (OTR) details are successfully updated, the user can view their TGPSC ID and download the application.